

JAPANESE PERSONNEL TRAVEL AUTHORIZATION 日本人従業員出張許可書		1. DATE 日付	2. SER NO. & USING UNIT NO. 使用部隊番号		3. <input type="checkbox"/> ORDINARY 通常旅費 <input type="checkbox"/> ADVANCE 概算 <input type="checkbox"/> ADJUSTED 精算	3a. PAGE PAGES OF	
4. TO: 宛				5. FROM: 所属部隊			
6. EMPLOYEE'S NAME (Last-First) 氏名			6a. ID NO. ID番号		6b. JOB TITLE, BWT, GRADE & STEP 職種、基本給表等級及び号俸		
7. ITINERARY 旅程							
YEAR 年 DATE 月日	TIME 時間	PLACE 場所			MODE OF TRAVEL 交通方法	LODGING 宿泊	MEALS 食事 B 朝 L 昼 S 夕
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8. IN ACCORDANCE WITH THE PROVISIONS OF THE MLC/MC/IHA, I HEREBY AUTHORIZE THE EMPLOYEE LISTED ABOVE TO TRAVEL AS SCHEDULED AND TO RECEIVE PROPER PAYMENT. 基本労務契約/船員契約/諸機関労務契約の規定により、上記の従業員が予定された出張を行い、それに伴う支払いを受けることを許可する。							
NAME AND GRADE OF ISSUING OFFICER 氏名及び職位				DATE AND SIGNATURE OF ISSUING OFFICER 日付と署名			
9. PURPOSE OF TRAVEL 出張の目的							
10. I HEREBY CERTIFY THAT THE ABOVE CLAIM IS CORRECT. 上記の請求は正確です。 印 DATE, SIGNATURE & STAMP OF EMPLOYEE, TEL 日付及び従業員の署名と印、電話番号					11. DATES WHEN TRAVEL ALLOWANCE IS NOT AUTHORIZED 旅費が許可されない旅行日		
12. ACCOUNTING AND APPROPRIATION DATA							
13. AMOUNT PAID BY THE LMO FOR							
TRAVEL ¥	PER DIEM ¥	MEALS AND LODGING ¥		OTHERS ¥	TOTAL PAID ¥		

INSTRUCTIONS FOR PREPARATION OF USFJ FORM 356EJ

1. Reference: Chapter 18, MLC; Chapter X, MC; Supplement 22, IHA.

2. Entries in numbered blocks (self-explanatory blocks omitted):

a. Block 2: Ser No. - Enter abbreviation of organization, next consecutive number. Example: CGFES-1.

Using Unit No. - Enter the same number as used for the payroll.

b. Block 3: Enter "X" mark in applicable block.

c. Block 4: To DFAO for all employees.

d. Block 7: TIME - Enter arrival and departure time in military hours, i.e., 0000 - 2400.

MODE OF TRAVEL - Enter "US" when transportation is furnished by USFJ or USFJ personnel. When transportation expense is borne by the traveler, enter "CP" for commercial plane; "CR" for rail; "CS" for sea transportation; "CB" for bus; "CP" for commuter's pass; and "CT" for taxi (taxi fare will be considered for reimbursement only when a receipt is attached).

LODGING - Enter "US" when lodging is furnished by USFJ; "RH" when stay is in a hotel and expense is borne by the traveler; "USBT" when US facility is used but expense is borne by the traveler; and "NA" when not applicable.

MEALS - Enter "US" when meal is furnished by USFJ; "BT" when meal is borne by the traveler; "NA" when not applicable.

e. Block 8: Signature of an authorized individual whose signature card has been submitted.

f. Block 9: It is essential that the purpose of the travel be detailed as specifically as possible for determination of authorized rates since the travel allowance differs depending on the purpose of the travel. Identify supporting documents attached, if any.

g. Block 10: Signature of employee is not required for "Advance" submission. Place a personal stamp (Japanese "Inkan").

h. Block 11: Enter date(s) for which travel allowance is not authorized, i.e., days of annual leave, non-workdays outside official travel.

i. Block 12: Enter the accounting and appropriation data to which the travel expenses are chargeable and for which the available balances are sufficient to cover the costs thereof. This block is not applicable for IHA employees.

j. Block 13: To be completed by LMO.

3. Where space on the form is insufficient to include all of the required information, attach separate sheets thereto and insert a notation in the proper block(s) indicating the attachment(s).